



Classification: Information Technology Specialist II

Title: Senior Dev/Ops Database Administrator

Tenure and Time Base: Permanent, Full-Time

Salary: \$7,014.00-\$9,399.00

Posted: December 13, 2019

**Final Filing Date: December 23, 2019**

The California Student Aid Commission (CSAC), located in Rancho Cordova, is the principal state agency responsible for administering approximately \$3 billion in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

### **Not Your Average IT Shop**

The Lead Database Administrator (IT Specialist II) is a member of the Information Technology Services Division (ITSD) Team comprised of highly motivated, collaborative professionals. We are searching for someone with compelling information design, performance, capacity planning and operational experience managing large, complex databases with hundreds of thousands of users.

We are a small team of dedicated professionals. We work hard, we share information and best practices and work together to resolve challenging, complex issues related to on-premise and cloud applications and databases, with stringent availability requirements. Do you love learning new things and expanding your knowledge? If so, our ITSD Team might be the right fit for you.

### **About the System you'll support**

The Grant Delivery System is comprised of 17 applications, the oldest of which was developed 30 years ago. The ITSD Infrastructure Team, with the help of other ITSD units, maintain and enhance these applications. Furthermore, we are beginning to implement and manage the Grant Delivery System Modernization Project which will provide a NEW fully integrated system using the latest technology, and a mix of cloud and on-premise computing.

### **Highlights of the Job**

- Senior CSAC Database and LINUX/Cloud Administrator.
- Continue to design and implement operational automation to assist in the provisioning of new instances and the refreshing of existing instances.
- Manage CSAC databases.
- Plan patching and maintenance schedules.
- Collaborate with diverse technical and non-technical groups, spanning all organizational levels.
- LINUX/ODA System Administration
- AWS/Cloud Configuration, Operations, and Management
- Shell and Python Scripting to support Automation
- Cron/Scheduling Workflow

## Preferred Qualifications

- Experience with Cloud and LINUX System Administration.
- Cloud Container Operations
- Expertise in cloud and on-premise databases and applications.
- Experience with PL/SQL, SOA, and API's.
- Ability to grasp complex technologies and concepts.
- Understanding of technical architectures, standards and best practices.
- Understanding of software code/version control and DevOps using GitHub and Jenkins.
- Need to be "hands-on" and detail oriented.
- Strong understanding of application support processes/issues and root cause analysis.
- Experience with advanced performance tuning concepts and strategies.
- Experience writing technical design documents as well as policy, process and procedures.
- Strong writing, communication, analytical and organizational skills.
- Ability to effectively communicate in various media with management, stakeholders, customers, contractors, peers and staff.
- A willingness to learn new things, embrace change and support others with change management.
- An ability to perform well under pressure on time-sensitive and high priority projects.

## Who Should Apply

Interested individuals who meet the minimum and desirable qualifications and are eligible to be appointed to the **Information Technology Specialist II** classification.

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in a/an **Information Technology Specialist II** position. Appointment is subject to SROA/Surplus provisions. SROA and Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter. Other methods of appointments will be considered, including Training & Development (T&D) Assignments.

All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification <http://www.calhr.ca.gov/state-hr-professionals/Pages/1400.aspx>. In addition, please attach all required supporting documents (i.e. transcripts/diploma, license, and/or required certificate) to your application.

Eligibility is determined by the completed information on your Std. 678 and/or résumés; please ensure applications and résumés contain completed information or your application may not be accepted.

## How to Apply/Final Filing Date

Please reference **RPA #19-026, JC-184613, Position #270-701-1414-XXX, IT Specialist II/Senior Dev/Ops Lead Database Administrator**, in the 'Job Title' section on the application, Std. 678.

Interested and qualified candidates must complete a State Examination/Employment Application (STD. 678). Submission of a résumé is optional. Applications and résumés will be accepted until filled. Electronic submission of applications and résumés may be completed through your CalCareer account at [www.jobs.ca.gov](http://www.jobs.ca.gov). Please contact the Personnel Office at (916) 464-8910 or email at [Personnel@csac.ca.gov](mailto:Personnel@csac.ca.gov) if you need assistance with the electronic application process.

**Please note**—oral interviews may not be held for this position and applications may be used for the interview process.

Applications will **not** be accepted by fax or e-mail. You may also submit your application in person or by mail at:

CA Student Aid Commission  
P.O. Box 3210  
Rancho Cordova, CA 95741-3210  
Attention: Personnel-Recruitment

CA Student Aid Commission  
11040 White Rock Road  
Rancho Cordova, CA 95670  
Attention: Personnel-Recruitment

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE,, GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTION OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

# **CALIFORNIA STUDENT AID COMMISSION**

## **DUTY STATEMENT**

### **Position Identification:**

Employee Name:	Vacant
Classification:	Information Technology Specialist II
Working Title:	Senior Dev/Ops Database Administrator
Position Number:	270-701-1414-XXX
Location:	Rancho Cordova
License/Other Requirement:	N/A
Date Prepared:	September 17, 2019
Effective Date:	TBD

### **Function (Summary of Responsibilities):**

Under the general direction of the ITSD Production Branch, the incumbent works independently as a lead technical specialist for complex on-premise and cloud-based applications and databases. Maintains and supports the Commission's database infrastructure; designs, documents, and improves day to day/cyclical database operations processes, capacity planning, performance trending and optimization. Ensures database security, identifies and designs code to drive operational automation, and works closely with Application Development and Platform infrastructure teams to perform diagnosis and root cause analysis to debug critical issues. Acts as a team leader and expert, responsible for mentoring and providing system and database training to internal staff.

### **Reporting Relationships:**

Reports directly to the Information Technology Manager I.

### **Program Identification:**

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Information Technology Services Division (ITSD) supports CSAC in the delivery of State services and information to our internal and external stakeholders through information technology service management using the Information Technology Infrastructure Library (ITIL) framework and System Development Lifecycle (SDLC) best practices.

As a valued member of the CSAC IT Services Division, you make it possible for the CA Student Aid Commission (CSAC) to improve by providing expert and lead level support, being innovative, resourceful and flexible. As the lead team member, it is critical to work cooperatively with team members and others; and treat others fairly, honestly and with respect. It is also important to work as scheduled and maintain a good attendance record. Your efforts are important to each member of the team, as well as students and schools we serve.

## Job-Functions:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

- 55% As the lead CSAC database administrator, responsible for the management of all CSAC databases. Also responsible for development, documentation and training on policy, processes and procedures related to effective and efficient database administration and support. Coordinates with business program staff to plan, schedule and execute the most complex production batch jobs. Plans, analyzes, monitors, executes and documents critical data maintenance. Researches and extracts the most complex data sets to support business and technical staff. Monitors and resolves problems involving complex production database performance, error and audit logs, server resources, and production batch jobs. Performs code migrations for applications from development through production environments and supports DevOps requirements. Supports auxiliary enterprise monitoring and security programs. Provides expertise to CSAC executive management and Program leadership on database analytics.

Works closely with CSAC Application Development Team to monitor and resolve problems with all database environments, error and audit logs, server resources and production batch jobs. Leads the effort to coordinate with network, data center and application programmers to troubleshoot, identify and fix complex multidisciplinary problems.

- 20% Leads a variety of activities in support of CSAC enterprise application systems including, but not limited to: analysis, administration and upgrade of in-house database server operating systems; monitor, analyze and manage database security, auditing, and access privileges; manage tables, views, database constraints, stored procedures, triggers and indexes; monitor, analyze and manage database storage space and resource utilization; performs database installation and upgrades, administers database back up, restore, and recovery, performs loading, transformation, and uploading data; and utilizes database management software to code complex scripts to automate required system functions and manipulate data.

Analyzes, develops, documents and trains on policies, procedures, and tools for creating, classifying, updating transforming and accessing enterprise data. Develops database standards, techniques and architectures. Establishes the controls for updating, accessing and distributing enterprise data and database objects. Acts as the database administrator on software development projects to model, design, and create complex databases. Designs complex database schemes from enterprise data and business rules.

Works closely with configuration manager to maintain current versions of database objects in production and testing databases. Manages databases for unit, system, integration, and regression testing. Creates sanitized test databases and data sets for use in testing and training.

Actively participates in configuration, release and change management activities.

- 10% Responsible for acting as the CSAC Database Administrator resource to Project Managers on the more complex projects by creating, reviewing, and/or maintain technical specifications including database and architectural diagrams, and ensures the quality of technical and operational documentation. Review, create modify, and enhance requirements documents (technical and non-technical) as requested.

10% Leads the research and preparation of required reports or projects for control agencies and for future planning of network and services for Commission staff.

Provides on-call support and attends meetings as needed.

Represents CSAC in a professional manner during meetings, presentations, workshops and other CSAC promoted events.

### **Non-Essential Functions**

5% Other duties as required.

### **ADA Requirement:**

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act

### **Physical Requirements:**

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. these job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods while using a personal computer or reviewing documents and working papers.

### **Working Conditions:**

Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site locations.

### **Attendance:**

Must maintain regular and acceptable attendance. This position is subject to on-call and standby time and periodic off-shift, weekend work. This position is work week group "E" which is exempted from coverage under the Fair Labor Standards Act (FLSA). A work week group "E" or salaried employee does not receive overtime compensation and may be required to work specific hours to provide services when deemed necessary by management. Employees who are excluded from FLSA shall not charge paid leave for absences of less than whole day increments or docked for absences of less than a whole day.

### **Signature:**

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this duty statement.

Applicant/Employee Certification of Essential Functions: I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others, and a state of health consistent with the ability to perform the

assigned duties as described above with or without reasonable accommodations. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

Professional Conduct: As an employee of the California Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

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Employee Signature

Date

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Supervisor Signature

Date

\*Duties of this position are subject to change and may be revised as needed or required.